

## FOOD MANAGER CERTIFICATION / RECERTIFICATION

**P**er Wisconsin Statutes Chapter 254.71 and the adoption of the Wisconsin Food Code applicable to all Food Establishments, each licensed food establishment operation must have at least one manager or operator certified in food protection practices.

The operator or manager of an establishment that is new or undergoing a change-of-operator shall have a certified food manager within **6-months** after the business opens. Within the first **90-days** they must be registered to take and pass an approved exam. This requirement is applicable with the effective date of the Wisconsin Food Code 12-201.11.

### *What does Certification mean?*

Certification requires that the food establishment permit holder or manager pass one of three Department of Health Services (DHS) approved exams which tests basic knowledge of food protection practices. Safeguarding patron health is a primary concern of food operations. Food manager certification is Wisconsin's food safety agencies' first level of assurance that operations have a basic understanding of food safety laws and principles.

### *Does certification apply to all food establishments?*

**No.** Certification is required for most DHS food establishments but not all. Simple food establishments that serve only single service, individual, already pre-wrapped foods from a licensed food distributor or serve/sell only non-potentially hazardous foods are exempt from the certification requirement. Operators of Temporary Restaurants are exempt from this requirement. Only DATCP establishments that engage in restaurant activities are required to have a certified food manager. Call your licensing authority.

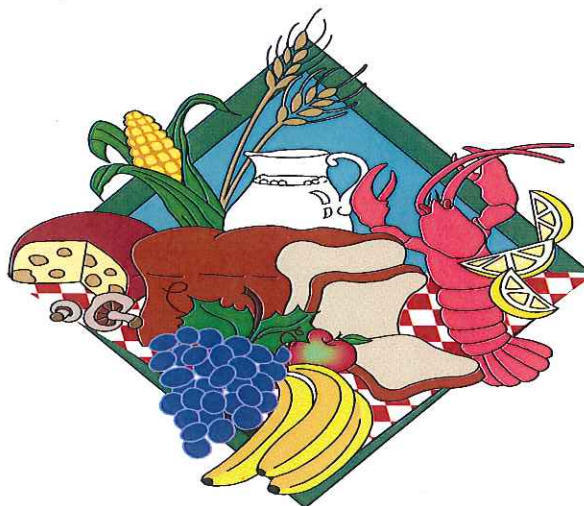
### *Can an operator with more than one food establishment have the same individual as their certified manager at all locations?*

**No.** Each food establishment must have its own and unique certified manager.

#### **The Operator's Responsibilities**

The operator is required to promptly notify the regulatory authority when the designated certified manager terminates employment with their food establishment and supply the regulatory authority with the name and state certification number of the new certified manager. The current certified manager's certificate must be conspicuously posted on the premises.

The regulatory authority could be an agent local public health department, your DHS Environmental Health Specialist or your DATCP Food Safety Inspector. Contact our office for specific departments or individuals.



### *How do I obtain certification?*

Certification involves: a) taking and passing a DHS approved exam and b) applying for state certification.

After the exam is taken and passed, the individual must apply for DHS certification by submitting **all** of the following:

- Proof of passing one of the exams by providing a copy of an official written statement of certificate from the testing organization-indicating passage of an examination approved for initial certification.
- A check or money order made out to the Department of Health Services in the amount of \$10.00.
- A completed State of Wisconsin Food Manager Certification application form.

The operator or designated manager must take one of three state-approved examinations. These exams are listed with this brochure. A variety of private and public organizations have been authorized by the testing organizations to administer the approved examinations and teach food manager certification courses. These organizations are listed with this brochure. The Division of Public Health only approves the exams and has no control over training courses for initial certification.

### *Must I take a class in order to pass the exam?*

**No.** The Division of Public Health only requires the passing of an approved examination. An individual's background and knowledge may vary. The type and amount of study and course work are dependent on the individual. However, most examination organizations offer the examination as part of a course on food protection practices.

### *What is covered on the exam?*

The certification exam tests basic knowledge of safe food handling practices and includes but is not limited to:

- Food source and storage
- Employee Health
- Personal Hygiene
- Temperature control of potentially hazardous foods

- Effective hand washing
- HACCP Principles and Practices
- Prevention of food borne illness
- Equipment cleaning, maintenance, and storage practices
- Toxic product use/storage
- Manager responsibilities and duties, etc.

### ***How much will it cost?***

Cost of the exam varies with the examination organization that administers it. Cost depends on whether the exam accompanies a text, classroom instruction, or other training aids. For information regarding course/exam cost and schedules, contact one of the organizations listed with this brochure. No matter who pays for the training, exam or certification, the certificate belongs to the individual person who is certified. The cost of state certification is currently \$10.00.

### ***I took and passed this exam a long time ago, can I still apply for Wisconsin certification?***

Yes, but no more than three years is the time limit for past examination.

### ***Expiration Date***

If the Wisconsin certification is applied for *within* 12 months of passing the approved examination, the certificate expires five years from the date of the department's issuance.

If the Wisconsin certification is applied for *more* than 12 months of passing the approved examination, the certificate expires five years from the examination date.

If an individual is applying for reciprocity from another state's certification requirement, the Wisconsin certification will expire five years from the date of issuance of the other state's certificate.

### ***What examinations are DHS approved for initial certification?***

The following examinations are approved for manager certification:

- ServSafe (SS) Examination, by the Educational Foundation of the National Restaurant Association.
- The National Registry of Food Safety Professionals, Food Safety Manager Certification Examination
- Thomson Prometric (formerly Experior Assessments)
- 360Training, Food Protection Manager Certification Program

Information regarding the above examinations can be obtained from the organizations listed with this brochure.

Details of the Food Manager Certification Program are available in Chapter 12 of the Wisconsin Food Code. Consult our web site at: [http://www.legis.state.wi.us/rsb/code/hfs/hfs196\\_app.pdf](http://www.legis.state.wi.us/rsb/code/hfs/hfs196_app.pdf)

## **Recertification**

All food manager certifications expire five years from the date of issuance with the exceptions mentioned. ***A state approved recertification-training course is required to renew food manager certification. Only a course, not an exam, is minimally required for recertification. Although repeating a written examination will suffice for the recertification requirement.*** The intent of recertification is to provide continuing education for the food manager.

### ***How do I become recertified?***

In order to renew a Food Manager Certificate, a certified food manager must meet all of the following requirements for recertification:

- Complete a state approved recertification course;
- Submit a copy of a letter or dated certificate from the organization that administered the state approved recertification/certification course regarding attendance and completion;
- Or, take and pass another Wisconsin approved examination, the same as initial certification;
- Complete a recertification application; and
- Submit a check or money order for \$10.00 with the application.

***GRACE PERIOD: All certified food managers have 6 months from the date of expiration to renew their certifications by attending an approved recertification course. If a food manager has not renewed their certification within the 6-month grace period, their certification can only be renewed by taking and passing a DHS approved examination required for initial certification.***

*Persons requesting recertification may do so up to one year before the expiration date of their food manager certificate. There will be no penalty for early recertification. Renewal certificates issued within the 12-months of a certificate's expiration date will be effective from five years from the expiration date of the original certificate.*

### ***Where can I get information regarding certification courses and examinations?***

You may obtain information about certification courses and exams on the attached sheet. For further information regarding certification applications, to submit certification materials or for a completed listing of organizations providing certification exams or recertification courses, contact:

The Division of Public Health  
Food Safety and Recreational Licensing  
P. O. Box 2659  
Madison WI 53701-2659  
608-266-2835  
Fax: 608-267-3241



# FOOD MANAGER CERTIFICATION & RECERTIFICATION RESOURCE GUIDE

The following trade and industry groups, technical colleges and food service consultants provide courses and state approved examinations for initial food manager certification. In addition, groups and organizations approved to provide a food manager **recertification (FMR)** training course are listed.

## TRADE & INDUSTRY GROUPS

Wisconsin Restaurant Assoc. **(SS) (FMR) (ONL-C) (ONL-R)**

2801 Fish Hatchery Road  
MADISON, WI 53713-3197  
Neacia Pacheco (800) 589-3211 or  
(608) 270-9950  
[npacheco@wirerestaurant.org](mailto:npacheco@wirerestaurant.org)

Tavern League of WI **(FSP) (FMR) (ONL-C) (ONL-R)**

2817 Fish Hatchery Road  
MADISON, WI 53713-5005  
Cindy Roehl (800) 445-9221 or (608) 270-8591  
[info@tlw.org](mailto:info@tlw.org)

National Registry of Food Safety Professionals, Inc. **(FSP)**

5728 Major Boulevard, Suite 750  
ORLANDO, FL 32819  
Ed Brosman (800) 446-0257 & Sara Demko  
(800) 446-0257  
[marketing@nrfsp.com](mailto:marketing@nrfsp.com)

National Environmental Health Assoc. **(FSP) (ONL-C)**

NEHA Training LLC  
720 S. Colorado Boulevard, Suite 900-S  
DENVER CO 80246-1960  
Tech Support (800) 442-1149  
[support@nehatraining.com](mailto:support@nehatraining.com)

360 Training/Learn2Serve **(360) (ONL-C) (ONL-R)**

13801 Burnet Road, Suite 100  
AUSTIN, TX 78727  
Janiece Attal (512) 539-2745  
[Janiece.attal@360training.com](mailto:Janiece.attal@360training.com)

## FOOD SERVICE CONSULTANTS

Andy Bozeman **(SS) (FMR) (ONL-R)**

PO BOX 3134  
Montgomery, AL 36109  
(334) 834-1714  
[AndyBozeman@FoodSafetyTrainingCenter.com](mailto:AndyBozeman@FoodSafetyTrainingCenter.com)

## FOOD SERVICE CONSULTANTS (Continued)

Associated Management Services **(TP)**

P.O. Box 336  
PORTAGE, WI 53901  
Gil Meisgeier (608) 742-5054  
[gambet@merr.com](mailto:gambet@merr.com)

A'Viands Food & Service Management **(FMR)**

1751 W. County Road B, Suite 300  
ROSEVILLE MN 55113  
Terri Brooks & Renee Arbogart (651) 203-3241  
[tbrooks@aviands.com](mailto:tbrooks@aviands.com)

Chefcertification.com **(ONL-R)**

P. O. Box 177  
BEND OR 97709-0177  
Amber Johnson (888) 388-9877  
[ajohnson@ingrain.com](mailto:ajohnson@ingrain.com)

CHS Training Services/Retail Operations Training Co. **(SS) (FMR)**

P. O. Box 28368  
ST. PAUL MN 55128  
Bob Gumatz (651) 355-4788 (651) 587-8948 (Cell)  
[bob.gumatz@chsinc.com](mailto:bob.gumatz@chsinc.com)

City of Mequon **(FMR)**

Bruce Kress R.S.  
11333 N. Cedarburg Road  
Mequon, WI 53092  
262-343-2050  
[bkress1@wi.rr.com](mailto:bkress1@wi.rr.com)

Cousins Subs **(FMR)**

N83 W13400 Leon Road  
MENOMONEE FALLS WI 53051  
John A. Krahn (262) 250-2813  
[jkrahn@cousinssubs.com](mailto:jkrahn@cousinssubs.com)

Creative Mgmt. Institute/Supervalu, Inc. **(FMR)**

19011 Lake Drive East  
CHANHASSEN MN 55317  
Nori Haverstock (952) 294-7879  
[Nori.Haverstock@supervalu.com](mailto:Nori.Haverstock@supervalu.com)

## FOOD SERVICE CONSULTANTS (Continued)

Doris Rittenmeyer **(FMR)**

2181 Westminster Circle  
Coralville, Iowa 52241  
(319) 631 1224  
[BDRittenmeyer@q.com](mailto:BDRittenmeyer@q.com)

DS Training **(SS) (FMR)**

2071 White Wolf Lane  
KAUKAUNA WI 54130  
Todd Drew, R.S. (920) 209-9546  
[dstraining.foodsafety@gmail.com](mailto:dstraining.foodsafety@gmail.com)

Food Concepts, Inc. **(TP)**

8551 Research Way, Suite 200  
MIDDLETON WI 53562  
Brad Duesler (608) 831-5006  
[bduesler@foodconcepts.net](mailto:bduesler@foodconcepts.net)

Food Safety 4 U **(FSP) (FMR)**

3001 N. 9<sup>th</sup> Street  
WAUSAU WI 54403  
Mary Myszk (715) 432-7432  
[sanitarianmary@charter.net](mailto:sanitarianmary@charter.net)

Food Safety Institute **(SS) (TP)**

8543 Keeler Avenue  
SKOKIE IL 60076-2011  
Steve Prentice (847) 470-1080

Foodsafe **(FMR)**

P. O. Box 121  
GLENWOOD MN 56334  
Todd Appel (320) 766-6098  
[toddtim@charter.net](mailto:toddtim@charter.net)

Foodservice Safe LLC **(SS) (FMR)**

25 East Mallard Lane  
LAKE FOREST IL 60045  
John Gescheidle (847) 254-5405  
[John@Foodsafetyolutions.net](mailto:John@Foodsafetyolutions.net)

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## FOOD SERVICE CONSULTANTS (Continued)

### Fran Passmore **(SS)**

607 W. First Street  
Box 832

MONONA IA 52159

Fran Passmore (563) 539-2970 Cell: (563) 380-0881

[gfpassmore@acrec.com](mailto:gfpassmore@acrec.com)

### Greater Wisconsin Agency on Aging Resources Inc **(FMR)**

Mike Glasgow, RD, CD OAA Consultant/Nutrition Specialist

125 N Executive Drive, Suite 207,

Brookfield, WI, 53005

(262) 821-4444

[Robert.kellerman@gwaar.org](mailto:Robert.kellerman@gwaar.org)

### Hospitality Careers Training Center **(FMR)**

2751 Hennepin Avenue S, #297

MINNEAPOLIS MN 55408-1002

Martin Pemberton (612) 216-3987

[martin@hospitalitytrainingcenter.com](mailto:martin@hospitalitytrainingcenter.com)

### Indianhead Foodservice **(SS) (FMR)**

313 Hastings Place

P. O. Box 1506

EAU CLAIRE WI 54702-1506

Glenn Kitzrow (715) 852-0931 (800) 873-0131

[gkitzrow@callifd.com](mailto:gkitzrow@callifd.com)

### Jack Koury, Consultant **(FSP) (FMR)**

11 Far Hills Avenue

FAR HILLS NJ 07931

Jack Koury (908) 532-0465

[jtourney@yahoo.com](mailto:jtourney@yahoo.com)

### Kessenich's Ltd. **(SS)**

131 South Fair Oaks Avenue

MADISON WI 53704

John Stein (800) 248-0555 or

(608) 249-5391

[jstein@kessenichs.com](mailto:jstein@kessenichs.com)

### Kettle Moraine Schools **(FMR)**

563 A J Allen Circle

WALES WI 53183

Sharon Boos (262) 968-6300 Ext. 5323

[sharon@kmsd.edu](mailto:sharon@kmsd.edu)

## FOOD SERVICE CONSULTANTS (Continued)

### Latino Academy of Workforce Development **(FMR)**

1917 Lake Point Drive

MADISON, WI 53713

Baltazer De Anda-Santana (608) 310-4573

### Mackesey & Associates **(SS)**

6000 Gisholt Drive, Suite 200

MADISON WI 53713

Sheila M. Palinkas (608) 772-1510 or (608) 270-1178

[sheila@mackesey.com](mailto:sheila@mackesey.com)

### National Environmental Health Association **(ONL-R)**

Attn; Christine Hollenbeck, Product Development

720 S. Colorado Blvd. Suite 100N

Denver, CO 80246

(303) 756-9090

[rbaker@neha.org](mailto:rbaker@neha.org)

### Nick Training & Consulting **(FSP) (SS)**

250 Prairie Center Drive, Suite 219

EDEN PRAIRIE, MN 55344-7911

Douglas Nick (952) 942-6235

[dnicktc@msn.com](mailto:dnicktc@msn.com)

### Northern Sun Consulting **(FMR)**

P. O. Box 2704

BAXTER MN 56425

Rob Carper (218) 828-0214

[brookbob@uslink.net](mailto:brookbob@uslink.net)

### Premier Food Safety **(FSP) (SS) (ONL-C)**

Dirk Yoo (800) 676-3121

[www.premierfoodsafety.com](http://www.premierfoodsafety.com)

### Professional Server Certification Corporation **(ONL-R)**

P. O. Box 303

MADISON SD 57042

Hannah DeWeerd, 605-427-2905

[hannah@Rsgiving.com](mailto:hannah@Rsgiving.com)

### RCMT LLC **(SS) (FMR)**

405 W. Oak Street

COTTAGE GROVE WI 53527

Gary Kraus, President (608) 661-8510

[gkrause@msn.com](mailto:gkrause@msn.com)

## FOOD SERVICE CONSULTANTS (Continued)

### Reinhart Food Service **(SS) (FMR)**

1500 St. James Street

LA CROSSE WI 54602

Meredith Hink, (608) 784-2540 Ext. 805

### Restaurant Solutions **(SS) (FMR)**

Glenn D'Amour CEC, Culinary Arts Instructor

901 9th Avenue

Superior, WI 54880

218 336-8975 ext 4053

[glenn.damour@duluth.k12.mn.us](mailto:glenn.damour@duluth.k12.mn.us)

### RMJ Consulting, LLC

Rose Johnson, RDCD

10553 24th Avenue

Eau Claire, WI 54703

715-571-0355

[rmjconsult08@yahoo.com](mailto:rmjconsult08@yahoo.com)

### The SafeDining Association **(SS) (FMR)**

P. O. Box 637

DOWNERS GROVE IL 60515

Guy T. Rallo (630) 434-0588

### Safety Compliance Specialists, LLC **(FMR)**

10875 Constitution Drive

WALDORF, MD 20603

Silvia Serracin (240) 355-3089

### StateFood Safety.Com **(FMR)**

507 E. Technology Ave. Bldg C

OREM, UT 84097

Christie Lewis

### Subway – North Central **(FMR)**

6250 Excelsior Blvd., Suite 203

MINNEAPOLIS MN 55416

Tom Messina (952) 278-3145

### Sysco – Minnesota **(FMR)**

2400 County Road J

ST. PAUL MN 55112

Colleen Zenk (800) 937-9726

[zenk.colleen@min.sysco.com](mailto:zenk.colleen@min.sysco.com)



## FOOD SERVICE CONSULTANTS (Continued)

TAP Series **(SS) (TP) (FSP) (ONL-C) (ONL-R)**  
5655 Lindero Canyon Road, Suite 501  
WESTLAKE VILLAGE CA 91362  
Phone No. (888) 826-5222  
[www.tapseries.com](http://www.tapseries.com)

Upper Lake Foods **(SS) (FMR)**  
9875 Friar Drive  
EDEN PRAIRIE MN 55347  
Roxanne Williams (952) 942-8645

Valley Management Inc. **(FMR)**  
18 Jewelers Park Drive, Suite 100  
NEENAH WI 54956  
Dan Kuen (920) 725-8969

Wisconsin Food Safety Services LLC **(SS) (FSP) (FMR)**  
5155 Island Road  
BUTTE DES MORTS, WI 54927  
Dave Flora (920) 582-3249  
[daveflora@wisconsinfoodsafety.com](mailto:daveflora@wisconsinfoodsafety.com)

## WISCONSIN TECHNICAL COLLEGE SYSTEM

Blackhawk Technical College **(SS) (FMR)**  
Joe Wollinger (608) 757-7696  
[jwollinger@blackhawk.edu](mailto:jwollinger@blackhawk.edu)

Chippewa Valley Technical College **(SS) (FMR)**  
(Chippewa Falls, Eau Claire, Menomonie, River Falls & Neillsville)  
Barbara Hoffman (715) 858-1844  
[bhoffman@cvtc.edu](mailto:bhoffman@cvtc.edu)

Fox Valley Technical College **(SS) (FMR)**  
Aimee Niendorf (920) 236-6132  
[Niendorf@fvtc.edu](mailto:Niendorf@fvtc.edu)

Gateway Technical College **(FMR)**  
Grace Kragness (262) 619-6716  
[kragnessg@gtc.edu](mailto:kragnessg@gtc.edu)

## WISCONSIN TECHNICAL COLLEGE SYSTEM

Lakeshore Technical College **(SS) (FMR)**  
Christiane Brunette (920) 693-1228  
[Christiane.brunette@gotoltc.edu](mailto:Christiane.brunette@gotoltc.edu)

Madison Area Technical College **(SS) (FMR)**  
(Madison, Watertown, Fort Atkinson & Reedsburg)  
John Johnson (608) 246-6707  
[jjjohnson@matcmadison.edu](mailto:jjjohnson@matcmadison.edu)

Mid-State Technical College **(SS) (FMR)**  
Beth Smith (715) 342-0339  
[Beth.smith@mstc.edu](mailto:Beth.smith@mstc.edu)

Moraine Park Technical College **(SS) (FMR)**  
Dan Pahlow (920) 924-3333  
[dpahlow@morainepark.edu](mailto:dpahlow@morainepark.edu)

Nicolet Area Technical College **(SS) (FMR)**  
Kyle Gruening (715) 365-4446  
[gruening@nicoletcollege.edu](mailto:gruening@nicoletcollege.edu)

Northcentral Wisconsin Technical College **(FSP) (FMR)**  
Theresa Gutsch (715) 803-1335  
[Gutsch@ntc.edu](mailto:Gutsch@ntc.edu)

Northeast Wisconsin Technical College **(SS) (FMR)**  
Pam Kuffel (920) 498-5431  
[Pamela.Kuff@NWTC.edu](mailto:Pamela.Kuff@NWTC.edu)  
Linda Kozelek (920) 498-6962  
[linda.kozelek@nwtc.edu](mailto:linda.kozelek@nwtc.edu)

Southwest Wisconsin Technical College **(SS) (FMR)**  
Jenny Strand (608) 822-2420  
[jstrand@swtc.edu](mailto:jstrand@swtc.edu)

Waukesha County Technical College **(SS) (FMR)**  
Timothy Graham (262) 691-5322  
[tgraham@wctc.edu](mailto:tgraham@wctc.edu)

Western Technical College **(SS) (FMR)**  
Suzanne Tanke (608) 785-9886  
[tankes@westerntc.edu](mailto:tankes@westerntc.edu)

## AGENT HEALTH DEPARTMENTS

Wisconsin Indianhead Technical College **(SS) (FMR)**  
(Ashland, Rice Lake, New Richmond & Superior)  
Wendy Loy (715) 234-7082 Ext. 5212  
[Wendy.loy@witc.edu](mailto:Wendy.loy@witc.edu)

Barron County Health Department  
330 East LaSalle Avenue, Room 338  
BARRON, WI 54812  
Carol Johnson, R.S (715-418-1104)  
[carol.johnson@co.barron.wi.us](mailto:carol.johnson@co.barron.wi.us)

Bayfield County Health Department (FMR)  
117 East 6<sup>th</sup> Street  
Washburn, WI 54891  
Michele Dale (715-373-6109)  
[mdale@bayfieldcounty.org](mailto:mdale@bayfieldcounty.org)

Douglas County Health Department **(FMR)**  
1316 N. 14<sup>th</sup> Street, Suite 32  
SUPERIOR WI 54880  
Brian Becker (715) 395-1304  
[brian.becker@douglascountywi.org](mailto:brian.becker@douglascountywi.org)

Polk County Health Department **(SS) (FMR)**  
100 Polk County Plaza, Suite 180  
BALSAM LAKE WI 54810  
Brian Hobbs, R.S. (715) 485-8532  
[brianh@co.polke.wi.us](mailto:brianh@co.polke.wi.us)

Sheboygan County Human Services **(SS) (FMR)**  
1011 North Eighth Street  
SHEBOYGAN WI 53081  
Bruce Kress, R.S. (920) 459-4347  
[kressbck@co.sheboygan.wi.us](mailto:kressbck@co.sheboygan.wi.us)

## STATE HEALTH DEPARTMENTS

Division of Long Term Care **(FMR)**  
Bureau of Aging & Disability Resources  
P. O. Box 7851  
MADISON WI 53707-7851  
Ann Ramsey, R.D., C.S.G., C.D. 608-266-5743  
[ann.ramsey@wisconsin.gov](mailto:ann.ramsey@wisconsin.gov)

CONTINUED ON REVERSE SIDE

**SS -** ServSafe, Educational Foundation of the National Restaurant Association, Chicago, IL  
**TP -** Thomson Prometric, Baltimore, MD (Formerly Experior Assessments)  
**FSP -** The National Registry of Food Safety Professionals, Food Safety Manager Certification Examination, Orlando, FL  
**360-** 360Training, Food Protection Manager Certification Program & Examination, Austin, TX  
**FMR -** State Approved Food Manager Recertification Course (course not acceptable for initial certification.)  
**ONL-C -**Online Course Available/Food Manager Certification  
**ONL-R -**Online Course Available/Food Manager Recertification

**For information regarding certification applications, recertification course approvals, certification examination approvals, or to submit certification materials, contact:**

**Division of Public Health  
Food Safety and Recreational Licensing  
P. O. Box 2659  
MADISON, WI 53701-2659  
(608) 266-2835  
Fax: (608) 267-3241**

**December, 2012**